



## **SCHOOL FINANCE MEMORANDUM 15-035**

### **State of Arizona Department of Education**

TO: Superintendents, District Business Managers, Charter Business Managers, Charter Holders, and Administrators

FROM: Lyle Friesen, Director of School Finance

DATE: January 15, 2015

SUBJECT: School Finance Updates

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#### **SAIS Updates**

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1) **New Transportation Guideline: REMINDER**

Please take a moment and review the new transportation guideline posted [here](#). This guideline will assist the districts in completing the Transportation Route Report and Vehicle Inventory Report. It will also help school districts determine the type of transportation miles that are eligible for funding.

2) **Transportation Webinar**

There are two Transportation Overview webinars scheduled for Tuesday, January 27, 2015 or, Thursday, January 29, 2015. The training will be an overview of the required information for the Transportation Route Reports which are due 12 days after your LEA's 100th day of school. Vehicle Inventory reports are not due until July 2015. If you would like to attend one of these webinars, please reserve your spot today at the following link:

<https://attendee.gotowebinar.com/rt/6533053264974645506>

3) **Transportation Route Reports Due**

The window to submit transportation route information is opened for districts! In accordance with A.R.S. §15-922, transportation route data must be submitted to ADE **within 12 days after the 100th day**. Transportation Route information is to be submitted via the "Transportation Routes" application within Common Logon on the ADE website. Transportation presentations and the recorded webinar held at the end of this month will be posted on our Business Rules and Presentations site.

Your School Finance Account Analyst can assist you with any questions that you may have. Click here to find your [Account Analyst](#).

4) **FY 2015 Monthly Processing Schedule**

Monthly aggregation is the processing that ADE performs on the student data to calculate ADM (Average Daily Membership), which is used as a basis for state aid funding. The student data must reside within SAIS to be included in the scheduled aggregation processing.

The remainder of the FY 2015 processing schedule, as posted to [HOT TOPICS](#) earlier this year, can be found below.

<u>Data Submission Deadline</u>	<u>Monthly Processing Start Date</u>	<u>For Charter Payment:</u>
January 29, 2015 @ 5 pm	January 30, 2015	March 2, 2015
March 2, 2015 @ 5 pm	March 3, 2015	April 1, 2015
April 2, 2015 @ 5 pm	April 3, 2015	May 1, 2015
May 4, 2015 @ 5 pm	May 5, 2015	June 1, 2015
June 1, 2015 @ 5 pm	June 2, 2015	June 30, 2015

5) **FY 2015 Statewide Recalculation Schedule**

At the end of the fiscal year, ADE recalculates ADM for all students in SAIS. This process is very similar to the monthly processing in that integrity and aggregation are run. The main difference is that during the statewide recalculation, integrity is run for every student, whereas during monthly processing integrity is run only for students who are newly entered into SAIS or whose data has been modified since the last integrity processing.

<u>Data Submission Deadline</u>	<u>Recalculation Start Date</u>
<b>Brick and mortar schools:</b> June 30, 2015 @ 5 pm	July 16, 2015
<b>AOI (online) schools only:</b> July 15, 2015 @ 5 pm	

6) **Important Reminder: Reconcile ADE Data to your SIS Data**

Remember to reconcile the data that is in your student information system (SIS) with the data in SAIS. Funding is determined by the data that is in SAIS, not your SIS. If there is a discrepancy in the data, whatever is in SAIS will be used for your funding. Data should be reconciled monthly, at a minimum.

A couple of reports to review on a regular basis:

- Student Integrity Status Report
- SAIS raw data reports: ADMS72, SPED71s, ELL71
- Funding reports: ADMS, SPED and ELL 75 reports, and the ADMS76 report

These reports can all be found within [Common Logon](#) within either SDDI or the Student Detail Reports applications. Presentations on how to reconcile SAIS reports are available on our [Business Rules and Presentations site](#) within the “Presentation” section under FYs 2015 and 2014. You can also contact your [Account Analyst](#) for additional guidance and support.

### **Payment Updates**

#### **7) K-3 Reading Funding**

In a recent update, the Arizona State Board of Education (SBE) indicated that 418 or 93% of LEAs have submitted MOWR Literacy Plans.

Since it is the SBE that notifies School Finance monthly as to any LEA plans that have been reviewed and approved for K-3 Reading base support funds, any questions should be emailed directly to the Move on When Reading program area at [moveonwhenreading@azed.gov](mailto:moveonwhenreading@azed.gov).

### **Budget Updates**

#### **8) FY2015 BUDG25 Reports**

The budget report includes values from the January 2015 APOR55-1, any FY 2015 budget revisions successfully uploaded and processed as of January 5th, and any over expenditure amounts from the FY 2014 BUDG75 reports. To download and review a specific district selection, please follow this link: email any budget-related questions or concerns to

Thank you for contacting the School Finance budget team with any budget questions by emailing [sfbudgetteam@azed.gov](mailto:sfbudgetteam@azed.gov).

#### **9) Fiscal Year 2014 Superintendent Annual Financial Report**

The Fiscal Year 2014 Superintendent Annual Financial Report (SAFR) has been posted.

<http://www.azed.gov/finance/files/2015/01/safr2014.zip>

### **General Updates**

#### **10) Email Distribution**

If you are not receiving updates via email and you would like to, please email [schoolfinance@azed.gov](mailto:schoolfinance@azed.gov) with your name, email, school and position. If you have more than one person you would like to receive emails, please include their information as requested above.

If you have any questions, please email [schoolfinance@azed.gov](mailto:schoolfinance@azed.gov) or call Barb Axe @ 602-542-8248.

#### **11) School Finance Hot Topics**

Keep informed of upcoming events, deadlines and system updates by bookmarking our Hot Topics webpage and checking it often. All updates published by School Finance can be found on this page (<http://www.azed.gov/finance/category/hot-topics/>). These same Hot Topics can also be found on our home page at <http://www.azed.gov/finance/>.

## 12) Updating Your Contact Information

Please make sure that your contact information is up-to-date. Any changes to entities should be sent to your [LEA Account Analyst](#). Changes related to individuals should be sent to [enterprise@azed.gov](mailto:enterprise@azed.gov). Charters must ensure changes are first approved through the Charter Board.

## 13) External Guidelines

External guidelines are posted on our School Finance website. Next to each guideline is the effective date. As new guidelines become available, they will be posted for your review at: <http://www.azed.gov/finance/school-finance-external-guidelines/>

### Questions?

If you have any questions regarding these updates, please do not hesitate to contact the following individuals relating to these areas:

- **General Updates:** Email [schoolfinance@azed.gov](mailto:schoolfinance@azed.gov)
- **SAIS/ADM, SDER, and Transportation:** A listing of account analysts for each school district and charter holder is available on the School Finance web site at <http://www.azed.gov/Administrators/SF/Lists/LEAAccountAnalysts/AllItems.aspx>
- **Payment:** Email the School Finance payment team at [SFpaymentteam@azed.gov](mailto:SFpaymentteam@azed.gov)
- **Budget:** Email the School Finance budget team at [SFBudgetTeam@azed.gov](mailto:SFBudgetTeam@azed.gov).
- **Other Areas within ADE:**
  - ❖ **Title I, Maintenance of Effort, Stephanie Washington**  
[Stephanie.Washington@azed.gov](mailto:Stephanie.Washington@azed.gov), Education Program Specialist  
Tel: (602) 542-7466
  - ❖ **ESS, Maintenance of Effort,** [ESSFunding@azed.gov](mailto:ESSFunding@azed.gov), 602-542-3851
  - ❖ **ADE Support,** 602-542-7378 or 1-866-577-9636
  - ❖ **Grants Management** –Toll Free (844) 893-9789 or locally (602) 542-3901

Please let us know what we can do to better assist you. Send your suggestions to [SchoolFinance@azed.gov](mailto:SchoolFinance@azed.gov) and in the subject line type SUGGESTIONS.